

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE0447546  
POSITION NO: 242754  
CLASS CODE: 1366

Date Posted: 02/25/13  
Closing Date: 03/08/13

POSITION TITLE: OFFICE SPECIALIST  
DEPARTMENT NAME: Office of Educational Research and Statistics  
DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, AZ  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A  
Days: Mon-Fri Permanent: ☒  
Hours: 8:00am - 5:00pm Temporary: ☐ Duration: SALARY: \$ 22,734.40 Per Annum  
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 10.93 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs a variety of office support work of moderate difficulty performing a full range of clerical assignments related to the implementation of United States Department of Education funded program. Greets and directs visitors as appropriate; responds to routine questions from the public, directs people to appropriate sources; composes, types, and edits correspondence, reports, and forms; complies reports; arranges meetings and conferences; makes travel and lodging arrangements; reviews reports, records, accounts or other documents for completeness, accuracy, and conformity within established procedures; maintains electronic and/or hard copies files; processes employee and office forms; tracks and maintains records and status of processes used in department; transcribes minutes of meetings; prepares work orders, supply requisitions and related documents within established limits and procedures; orders and maintains office supplies, inventory, and equipment; performs related work as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED supplemented by courses in general office procedures; and

**Experience:**

Two years general office or related experience or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***((To receive full credit for education, certification, or licensure, transcripts copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.))***

**Special Knowledge, Skills and Abilities:**

Knowledge of applicable policies, practices and procedures related to work assignment. Knowledge of basic clerical/office support practices and procedures. Knowledge of a variety of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of reports, records and correspondences using standard computer software.

**License/Certification Requirements:**

**PREFERRED:** Must possess a valid state driver's license.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**